

**CITY OF LA PORTE
DEPUTY TAX COLLECTOR - #45102
JOB DESCRIPTION**

FLSA CLASSIFICATION: Exempt

PAY GRADE: 012

DEFINITION

To plan, organize, supervise and participate in the collection of all real and personal property taxes and to monitor the activity of the HTE system.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the Tax Manager.
Exercises general supervision over technical and clerical staff.

ESSENTIAL JOB FUNCTIONS

Duties may include, but not limited to, the following:

Assist in the development and implementation of goals, objectives, policies, and priorities relating to tax assessment/collections for the City and its contractual entities.

Evaluate, update, develop and implement Tax Assessing/Collecting policies and procedures.

Ensure that accurate and complete information is provided to surveyors, realtors, mortgage companies, City departments, appraisal districts and the general public.

Analyze the needs of outside entities and develop systems to fulfill those needs; evaluate the effectiveness of current systems and procedures.

Assist in the preparation and billing of Property Tax Rolls.

Assist with system controls and develop procedures to improve existing systems.

Develop reporting formats in accordance with legal requirements.

Assist with the preparation of external audit materials and reporting.

Prepare and submit accounting information for input into computerized system; reconcile differences between accounting records and computerized reports.

Perform a variety of A/R functions; process receipts, cash reports, various invoices, and statements; maintain a NSF list; answer questions regarding receivables.

Examine, reconcile, balance, and adjust accounting records.

ESSENTIAL JOB FUNCTIONS (CONT'D)

Prepare daily bank deposit for all revenue received. Serve as back up to the public counter; handle complaints; perform cashier functions. Answer questions and advise on procedures in preparing accounting transactions.

Answer phone calls regarding accounts receivable questions and property taxes.

Participate in the collection of returned NSF checks, and all A/R accounts.

Supervise and participate in the preparation of reports for outside entities and City management.

Examine, reconcile, adjust and balance tax accounts. To include identification and resolution of problems and inconsistencies, determine and prepare corrective entries to integrate with financial software system.

Supervise, train and evaluate staff.

Perform related duties as assigned.

Adheres to City attendance and punctuality policies demonstrating dependability.

Adheres to all City safety policies (protective equipment, pre-duty precautions checklist, etc.) to prevent unnecessary or unreasonable risk of injury to self, others, or property.

Adheres to department dress code policies to present a professional appearance. Should exhibit appropriate grooming and attire for the position and responsibility.

PHYSICAL REQUIREMENTS

For indefinite periods of time - mobility within an office; writing; typing; stooping; sorting; standing; sitting; seeing; kneeling; filing; data entry; lifting and carrying up to 20 pounds; dragging up to 25 pounds; reading; reaching above shoulder level; using both hands for simple and firm grasping; clarity of hearing; communicating clearly and effectively, in person and by telephone; fine finger manipulation; operation of a copier, binder, personal computer, calculator, and printer.

QUALIFICATIONS

Required Knowledge of:

- Data processing systems and practices.
- Principles of supervision, training, and performance evaluation.

Preferred Knowledge of:

- Texas Property Tax Laws
- Multiple entity collection and reporting procedures.
- Methods of real and personal property appraisal and the underlying principles.
- Provisions of State and local laws pertaining to the appraisal of property and collection of taxes.
- Modern office procedures and equipment, including computer-based tax systems.
- Principles and practices of a governmental tax office.
- Generally accepted accounting principles.

ESSENTIAL JOB FUNCTIONS (CONT'D)

Ability to:

Perform a range of professional and technical tasks in the preparation, maintenance, and processing of tax records and transactions.

Learn tax laws, principles and procedures as well as general accounting principles

Communicate clearly and concisely, both orally and in writing.

Establish and maintain effective working relationships with those contacted in the course of work.

Prepare complex reports and analyses.

Plan, organize and direct the work of others to meet deadlines on a timely basis and to supervise, train, and evaluate technical and clerical personnel.

Understand, interpret and apply the Texas Property Tax Code, City ordinances, regulations and other written documents.

Analyze situations, draw sound conclusions, and adopt an effective course of action.

Perform job tasks with minimal supervision.

TRAINING AND EXPERIENCE

Four years of progressively responsible experience in a technical position and a High School Diploma or GED, supplemented by specialized tax courses is required. An Associate degree or equivalent from an accredited college or university with major course work in a business-related field is desirable.

LICENSE AND CERTIFICATIONS

Possession of, or ability to obtain within five years, Level III certification as Registered Texas Collector from the Texas State Board of Tax Professional Examiners.

The City of La Porte is an Equal Opportunity and Affirmative Action Employer.

(Circle One)

I have read the job description above and can perform the job duties **with** **without** any reasonable accommodation.

Witness: Supervisor's Signature	Date	Employee's Signature	Date